



August 13, 2014

Dear Parents,

The safety of our students will always be a top priority at Plain Elementary School. In order to ensure the safety of each child, we have developed drop-off and dismissal guidelines that must be strictly followed by everyone. **The safety of children must never be compromised.** Please review the information below very carefully.

- Visitors are always welcome at Plain Elementary. All visitors must sign in on our School Check-in Computer System and wear a yellow name tag while in the building. We value instructional time and are working to reduce classroom interruptions. If you are joining your child for lunch, plan to meet him/her in the cafeteria. Classroom visits must be prearranged with the teacher and/or the administration. If you are delivering a “forgotten” lunch, back-pack, or other school work, please leave these items in the front office and members of our staff will deliver them.
- Parents of car riders should remain in their cars in the morning and drive through the drop-off lines. Please pull forward as far as possible. Safety patrols and staff members are available to ensure students get to their classroom safely. **Children cannot be dropped off in the parking lot or on the side of the road next to the crosswalk.** Please be advised that the bus loop is not open for cars until all buses clear at 7:35. Students should enter the building without an adult/parent escort. Some kindergarten children and students new to Plain may require the parent to initially walk them to class. This is perfectly fine for the first two weeks of school. **After August 29, children are expected to walk without their parents into the building.** Staff members will ensure children arrive to their classroom safely. Children do gain a sense of pride and confidence when they walk themselves to class.
- Parents of car riders should remain in their cars in the afternoon and drive through the pick-up lines, and adults must not gather under the covered area in front of the school to meet their child at dismissal time. It is difficult for staff members to ensure students are leaving with the correct person when adults are among the children in our dismissal area. All students riding home in a car must be picked up in the car pool line. Students will be dismissed from the atrium car holding area when their name is called as parents move through the pick-up lines. Please be advised that the drive through loop on the parking lot side will be closed until 2:00 PM each day. If you arrive prior to 2:00 to wait in line, you will need to remain on the right side of the drive closest to Neely Ferry Road so that our parking lot is accessible to visitors. We discourage anyone arriving prior to 2:00 PM. Entrance to the bus circle will be blocked from 8:00 until 2:00 daily.
- Parents should not park on Seminole Drive or Neely Ferry Road in front of the school and expect to pick-up their child. This parking is extremely dangerous for our walkers, bike riders, and other dismissal traffic. Only walkers and bike riders will be crossed at the crosswalk. Parents wishing to meet their walker and escort them home must remain at the corner of Seminole and Neely Ferry Road. This is directly across the road from the school. The Crossing Guard and school personnel will ensure that your child crosses safely. Walkers and bike riders will be dismissed at 2:35. Walkers are children who live within 1.5 mile radius of the school.

- Parents **must have a sign in their car windshield** identifying the students being picked up. The sign should include both first and last names written in dark marker with at least 3 inch tall letters. The car line moves quickly and clears most days by 2:50.
- Our parking lot will be closed from 2:30 – 3:00 each afternoon. Teachers will not schedule meetings prior to 3:00. This will ensure the safe dismissal of our day care vans that exit through the parking lot. Vehicles must park in designated parking areas when visiting the building. Do not park in the lawn in front of the school. Be advised that the Simpsonville Police will begin to hand out citations for illegal parking.
- Smoking is prohibited on school property. This includes in your vehicle while on school property.
- Using cell phones in the drop-off and pick-up lines is discouraged. The focus must be on operating your vehicles safely.
- Drive slowly while on the school premises. We cannot compromise the safety of our children and adults simply because you are in hurry or running late.
- Passing a school bus while the bus is loading or unloading in our bus circle is prohibited unless specifically directed to do so by a staff member. Due to the uncertainty of the times buses arrive in the morning, cars cannot enter the bus loop until after 7:35 when buses have cleared. State regulations regarding bus safety have required implementation of this requirement.
- Pull forward as far as possible when dropping off and picking up your child to accommodate the flow of traffic.
- Children should be ready to exit their cars during morning drop-off. Too many cars are delayed when last minute activities take place in cars while going through the drop-off area. Having your child/children prepared will expedite drop-off and assist in reducing the number of tardy students.
- **Every attempt should be made to have your child to school by 7:45 AM** so that your child has sufficient time to get to the classroom and take care of the morning activities such as unpacking backpacks, choosing lunch, turning in homework, etc. This will give your child an unrushed and organized start to each school day.
- Cars exiting the parking lot at the main entrance in the right lane must proceed straight on Seminole Drive between the hours of 7:30 AM – 8:00 AM and 2:30 PM – 3:00 PM. Cars exiting the main entrance in the left lane must turn left toward Georgia Road. Cars exiting the bus circle must turn right toward Capewood Drive. No traffic will be permitted to enter the bus circle until all buses have departed. Be advised cars may not enter from Georgia Road and expect to turn right into our bus circle until after 2:45. It is recommended that cars line-up in the Beth Haven Baptist Church parking lot at the corner of Capewood Drive and Neely Ferry Road and wait for the buses to clear before proceeding to the school to pick up children. Cars cannot wait on the side of Neely Ferry Road approaching the school or block the movement of traffic.

These guidelines have been developed in order to ensure the safety of our students and adults on the campus of Plain Elementary School. Thank you for your cooperation and assistance.

Respectfully,  
Debbie Mihalic, Principal

*“A School Family – Positively Committed to Excellence!”*